

COMMUNITY

Auburn is located just northeast of Sacramento, the state capital, and is considered one of the best places to live in Northern California. San Francisco and the California coast provide scenic natural areas, bike trails, river rafting and a multitude of outdoor sports close by. You can easily explore Gold Rush towns, enjoy water sports in nearby lakes and rivers, hike the beautiful Sierra foothills and ski the High Sierra around Lake Tahoe. The City encompasses 7.5 square miles and has a population of 13,660.

The City of Auburn is the county seat of Placer County. The town is nestled in the foothills of the Sierra Nevada Mountain Range at a comfortable 1,300 feet elevation. Auburn is also situated near the Auburn State Recreation Area and overlooks the beautiful American River Canyon, which affords an abundance of outdoor recreational activities.

CITY GOVERNMENT

The City of Auburn operates under the Council/Manager form of government. Five members of the City Council are elected to four-year terms. The Mayor is elected by the City Council. The Council appoints the City Manager who is responsible for all other personnel appointments. The City Council incorporates short and long range planning in its strategic planning, and places a high value on teamwork among City employees.

CITY BENEFITS

Employee Benefits: (Eligibility and other conditions are specified in the City's Personnel Rules)

Retirement: The City is a member of the Public Employees Retirement System (PERS). **Insurance:** The City contracts with PERS for health insurance, which provides a wide variety of health plans and has generous dental, vision, life and other insurance programs.

Paid Leave Days: The City also provides generous vacation, holidays and sick leave benefits.

Performance Pay: Department Heads are eligible to participate performance pay that may exceed general salary increases.

CALPERS retirement at 2% @ 55 for classic members and 2% @ 62 for new members.

HOW TO APPLY

For application and job announcement visit the City website www.auburn.ca.gov, or contact David Mackowiak, Human Resources Practitioners (HRP): 530-518-2477

The City will review applications with a Human Resource Consultant, and the best-qualified candidates will be referred to an oral panel or the City Manager for a final interview.

Offers of employment are contingent upon successful completion of reference checks; successful completion of a pre-placement medical review/examination; satisfactory driving record and proof of automobile insurance if applicable, and other appropriate requirements of the position.

The above information is general in nature and does not constitute an expressed or implied contract. The City of Auburn does not discriminate on the basis of race, color, national origin, sex, religious creed, color, national origin, ancestry, medical condition (cancer-related only), mental or physical disability (including AIDS or HIV), marital status, sex or age. The City of Auburn is an equal opportunity employer.

CITY OF AUBURN

Invites Applications for



ADMINISTRATIVE SERVICES DIRECTOR

UP TO \$133,000 Annually DOQ

FILING PERIOD: This Position Will Be Open Until Filled

THE ADMINISTRATIVE SERVICES DIRECTOR POSITION

Under the administrative direction of the City Manager, this position is a contract employee who oversees the administrative services for the City of Auburn, including the financial, human resources, and information resources functions. The Administrative Services Department includes the divisions of Finance (accounting, treasury, debt management, purchasing, budgeting, capital planning, risk and insurance management, management analysis, and strategic planning); Human Resources (recruitment, selection, promotion, classification and compensation, human resources planning and development, employee benefits and services and central personnel records and files); and Information Technology (applications development, central computer operations, personal computer and software support, and telecommunications). The Administrative Services Director also serves as Deputy City Treasurer; provides highly responsible and complex administrative support to the City Manager.

ESSENTIAL FUNCTIONS - Duties may include, but are not limited to, the following:

Assume full management responsibility for all fiscal-related department services and activities including general accounting functions, fiscal reporting, accounts payable, accounts receivable, payroll, business and dog licensing, taxes, inventories, internal accounting controls, external audit coordination, annual budget preparation, presentation, analysis, and update, and any and all other related financial matters as they occur; recommend and administer policies and procedures; assume responsibility for the adequate and accurate maintenance of City accounting records; assume responsibility for the submittal of all formal annual accounting reports required by the State Controller’s Office as well as other reports as required by the City Manager, City Council, County, and state and federal governments on various topics; serve as Deputy City Treasurer; assume responsibility for the investment of City funds in conjunction with the City Treasurer; assume full management responsibility for all information technology-related department services and activities including development and maintenance of a long-term strategic plan for automated systems needs of the City of Auburn, prioritizing requests for applications development and enhancement, hardware and software standards, equipment acquisition and replacement; in effect, positioning the City of Auburn to effectively respond to the rapidly changing technological environment; serve as the City’s Personnel (Human Resources) Director; coordinate the development of personnel policies and procedures including those necessary to implement requirements of law; oversee the City’s recruitment and selection process including Affirmative Action programs; oversee the maintenance of the City’s classification and compensation plans including the conduct of surveys; assume responsibility for the City’s personnel records management function; oversee and participate in the processing of personnel actions including to meet and confer with employees who have grievances; serve as liaison to City personnel and employee relations committees; assist the City Council and City Manager with employee negotiations; coordinate the activities of the City’s bargaining team; may serve as labor negotiator on behalf of the City and City Council; and serve as the City’s Risk Manager/Safety Officer; report to the City Manager on risk management issues.

EMPLOYMENT REQUIREMENTS

Knowledge of: Operations, services, and activities of a comprehensive municipal finance and accounting program; governmental and generally accepted accounting principles; principles, practices, methods, and techniques of financial management, governmental accounting, auditing, and cash management; principles and practices of debt management including debt structures; human resources, risk management, and safety practices and procedures; principles and practices of microcomputers, data processing and MIS functions and equipment capabilities; state-of-the-art developments in the telecommunications field with specific emphasis in data processing and MIS; principles and practices of municipal budget preparation and administration including program analysis and revenue forecasting; principles and practices of grants administration; organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs; principles and practices of program development and administration; principles of supervision, training, and performance evaluation; pertinent federal, state, and local laws, codes, and regulations including those impacting finance and human resources program areas; principles, concepts, and practices of financial and statistical trend analysis; advanced methods and techniques of effective technical, administrative, and complex financial report preparation and presentation; recent developments, current literature, and sources of information related to assigned programs and services; modern office

procedures, methods and equipment including computers and supporting word processing and spreadsheet applications.

Ability to: Manage and direct comprehensive municipal finance and accounting programs; manage and direct other assigned programs and service areas including human resources, risk management, information technology and safety; provide highly complex and responsible staff support to the City Manager, other City management staff, the City Council, and other boards, commissions, and committees as assigned; identify and respond to sensitive community and organizational issues, concerns, and needs; provide strategic direction on financial programs; provide strategic direction on information technology programs; develop and administer departmental goals, objectives, and procedures; analyze and assess programs, policies, and operational needs and make appropriate adjustments; develop and install sound accounting and data processing systems and procedures; interpret and apply applicable federal, state and local policies, laws and regulations; ensure adherence to generally accepted accounting principles; plan, organize, direct, and coordinate the work of lower level staff; delegate authority and responsibility; select, supervise, train, and evaluate staff; analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals; research, analyze, and evaluate new service delivery methods and techniques; collect, analyze, evaluate, and interpret complex information and data including complex financial data; read, analyze, and interpret financial reports; prepare clear and concise administrative and complex financial reports and analysis including preparation of financial data in a clear and precise manner; prepare and administer large and complex budgets; monitor and audit cash handling procedures; perform various treasury and debt management functions; effectively present information and respond to questions from groups of managers, regulatory agencies, members of the business community and the general public; communicate clearly and concisely, both orally and in writing; and establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE GUIDELINES
Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training: Equivalent to a Bachelor’s degree from an accredited college or university with major course work in accounting, finance, business or public administration, or related field. A Master’s degree is desirable.
Experience: Six years of increasingly responsible professional finance and accounting experience including three years of management and administrative responsibility. Experience in human resources and information technology management highly desirable.
License or Certificate: Possession of, or ability to obtain, professional certification (CPA, CMA) is desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT
The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Standard office setting with some travel to attend meetings; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.
Physical: Primary functions require sufficient physical ability to work in an office setting and operate office equipment.
Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.
Hearing: Hear in the normal audio range with or without correction.



FOR ADMINISTRATIVE USE ONLY

Date Stamp Here:

APPLICATION FOR EMPLOYMENT

CITY OF AUBURN ADMINISTRATIVE SERVICES DEPARTMENT

1225 LINCOLN WAY

AUBURN, CA 95603

Telephone: (530) 823-4211

Web Site: www.auburn.ca.gov

PLEASE READ THE MINIMUM QUALIFICATIONS SECTION ON THE JOB ANNOUNCEMENT BEFORE COMPLETING THIS APPLICATION. YOU MAY ATTACH A RESUME BUT MUST ALSO COMPLETE THE ENTIRE CITY APPLICATION. INCOMPLETE APPLICATIONS MAY NOT BE ACCEPTED.

Faxed Applications will not be accepted



TITLE OF POSITION APPLYING FOR:

NAME

FIRST:

MIDDLE:

LAST:

MAILING ADDRESS:

CITY:

STATE:

ZIP:

Home Phone: () -

Alternative Phone: () -

Email Address:

Some positions require possession of a valid California's Driver's License, Class C or higher

State:

Number:

Class:

Expiration Date:

Endorsements/
Restrictions:

Are you a current employee of the City of Auburn?

☐ Yes

☐ No

If YES, indicate class title, department and start date:

Are you a former employee of the City of Auburn?

☐ Yes

☐ No

If YES, indicate class title, department and dates worked:

Reason for leaving:

Have you ever worked under a different name? If YES, what name?

☐ Yes

☐ No

Do you have immediate family currently employed by the City of Auburn? If

☐ Yes

☐ No

YES, please list the employee's name, department and relationship to you:

Have you ever because, of poor performance or misconduct:

1. Been fired from a job, let go, or had a work contract terminated?

2. Quit a job after being informed that you were under suspicion of misconduct, poor performance, or after being informed you could receive disciplinary action?

3. Been advised that you would be rejected, released, or not hired permanently after a trial period?

☐ Yes

☐ No

IF YES, please indicate name of employer, date of event and explain the circumstances.

Have you ever been convicted of any crime?

☐ Yes

☐ No

(Conviction of a crime is not necessarily a bar to employment. Each case is considered separately based on job requirements)

You may OMIT the following: Minor Traffic violations, Any misdemeanor offense committed prior to your 18th birthday which was finally adjudicated in a Juvenile Court or under a youth offender law. Any incident sealed under Welfare & Institutions Code §781 or Penal Code §1203.45, Any offenses committed under Health & Safety Code §11357 (b) or (c); §11360 (c); § 11364, §11365 or §11550 as related to marijuana prior to 1/1/1976 or any other conviction mentioned in Labor Code §432.8.

If YES, state date, charge, place, court and action taken [excluding post-trial diversion programs under Labor Code §432.7(a),(j)] in the space below:

EDUCATION AND EXPERIENCE

High School Education. Are you a High School Graduate or have you passed a GED or High School Proficiency Test?

☐ Yes ☐ No

COMPLETED
SEMESTER
UNITS

TYPE OF DEGREE
RECEIVED

NAME OF COLLEGE, UNIVERSITY, BUSINESS, TRADE OR
SERVICE SCHOOL (Include City and State)

COURSE OF STUDY

CURRENT PROFESSIONAL LICENSE/CERTIFICATES

NUMBER

ISSUE DATE

EXPIRATION DATE

WORK EXPERIENCE

THIS SECTION MUST BE COMPLETED EVEN IF ATTACHING A RESUME, PLEASE GIVE DETAILS ON THE EXPERIENCE YOU BELIEVE MEETS THE MINIMUM REQUIREMENTS FOR THIS RECRUITMENT. USE ADDITIONAL SHEETS AS NECESSARY. PLEASE BEGIN WITH YOUR MOST RECENT EXPERIENCE.

From: Month Year	To: Month Year	JOB TITLE:	Hours Per Week:
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EMPLOYER:	DUTIES:
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ADDRESS/PHONE NUMBER:	
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SUPERVISOR NAME:	SUPERVISOR TITLE:
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REASON FOR LEAVING:	NO. SUPERVISED:	SALARY: \$ per
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From: Month Year	To: Month Year	JOB TITLE:	Hours Per Week:
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EMPLOYER:	DUTIES:
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ADDRESS/PHONE NUMBER:	
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SUPERVISOR NAME:	SUPERVISOR TITLE:
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REASON FOR LEAVING:	NO. SUPERVISED:	SALARY:\$ per
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From: Month Year	To: Month Year	JOB TITLE:	Hours Per Week:
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EMPLOYER:	DUTIES:
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ADDRESS/PHONE NUMBER:	
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SUPERVISOR NAME:	SUPERVISOR TITLE:
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REASON FOR LEAVING:	NO. SUPERVISED:	SALARY: \$ per
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From: Month Year	To: Month Year	JOB TITLE:	Hours Per Week:
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EMPLOYER:	DUTIES:
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ADDRESS/PHONE NUMBER:	
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SUPERVISOR NAME:	SUPERVISOR TITLE:
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REASON FOR LEAVING:	NO. SUPERVISED:	SALARY:\$ per
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From: Month Year	To: Month Year	JOB TITLE:	Hours Per Week:
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EMPLOYER:	DUTIES:
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ADDRESS/PHONE NUMBER:	
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SUPERVISOR NAME:	SUPERVISOR TITLE:
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REASON FOR LEAVING:	NO. SUPERVISED:	SALARY:\$ per
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CONDITIONS OF EMPLOYMENT

Before date of hire, applicant must pass a medical examination which includes drug screening and possibly a psychological evaluation, sign a constitutional oath, and submit proof of U.S. Citizenship or legal right to remain and work in the U.S. Applicants may also be required to submit proof of age, undergo a background check, be bonded, and/or be fingerprinted. Before you submit an application to the Administrative Services Department, recheck your application to ensure that it is correct and complete. Thank you for your interest in employment with the City of Auburn.

The City may obtain public records (limited to records of arrest, indictment, conviction, civil judicial action, tax lien, or outstanding judgment) for employment purposes. Please check the appropriate box (check one box only)

- ☐ I hereby elect to receive any public records, which may be obtained by the City of Auburn for employment purposes under Civil Code 1786.53
☐ I hereby elect NOT to receive any public records, which may be obtained by the City of Auburn for employment purposes under Civil Code 1786.53

I hereby certify that all statements made in connection with this application are complete and true to the best of my knowledge. I also authorize the City of Auburn to verify any information contained in this application. I understand that falsification of any information on this application may result in rejection of the application or termination from employment if hired.

SIGNATURE OF APPLICANT

DATE

7/8/2008

VOLUNTARY STATISTICAL INFORMATION QUESTIONNAIRE
DO NOT DETACH (Please print or type)

City of Auburn is asking all applicants to complete this form in order to comply with Federal Equal Employment Opportunity law requirements. This information will be detached from your application and will only be available for research and statistical purposes, and only to authorized personnel. Your cooperation in providing this information is essential to the success of the research and evaluation program and will NOT be used in any phase of the examination and selection process. Please understand that you have the option of providing or not providing the information requested below.

POSITION TITLE: _____ **FILING DEADLINE:** _____

GENDER: Male (M) ☐ Female (F) ☐

AGE: Are you over 40 years of age? Yes ☐ No ☐

DISABILITY: Are you a person with a disability? Yes ☐ No ☐

ETHNIC ORIGIN: The following ethnic categories have been identified by the Equal Employment Opportunity Commission (EEOC). *Please check **one space only** for the ethnic category you most closely identify with.*

☐ **American Indian:** Persons descended from the original people of North America, including American Indians, Aleuts, and Eskimos, who identify themselves or are known as such by virtue of tribal association or community recognition.

☐ **Asian:** Person of Chinese, Indo-Chinese, Japanese, or Korean descent.

☐ **Black:** Persons of African descent (including Black persons with a Spanish surname) as well as those persons identified as Jamaican, Trinidadian, and West Indian.

☐ **Caucasian:** Persons of Indo-European descent except those included in other groups.

☐ **Filipino:** Persons of Filipino descent.

☐ **Hispanic:** Persons of Mexican, Latin American, Spanish or Portuguese descent.

☐ **Pacific Islander:** Persons of Polynesian descent who are not included in any other group.

RECRUITMENT RESEARCH: *Indicate how you learned about this recruitment (check only one).*

☐ City of Auburn Website

☐ Other Website, please specify

☐ Auburn Journal

☐ California Job Journal

☐ Reno Gazette

☐ Job Fair/Trade Show

☐ Jobs Available

☐ Sacramento Bee

☐ Friend/Family Member

☐ Trade or Professional Publication

☐ Newspaper other than those listed above

☐ Other, please specify